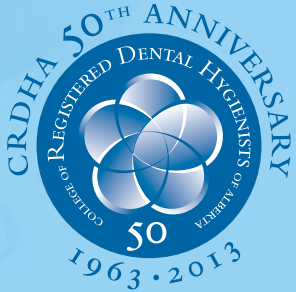


2013 Annual Report



Celebrating 50 years of safe, high quality dental hygiene care in Alberta



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The College of Registered Dental Hygienists of Alberta (CRDHA) exists so that Albertans receive safe, high quality dental hygiene care from a continually advancing dental hygiene profession.



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

CRDHA 50TH ANNIVERSARY



CELEBRATING
OUR HISTORY

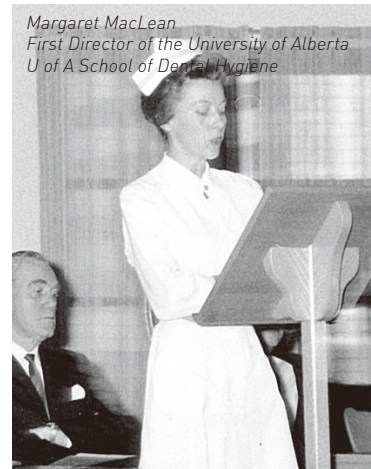
1963 • 2013

ADHA-CRDHA PRESIDENTS TERMS OF OFFICE

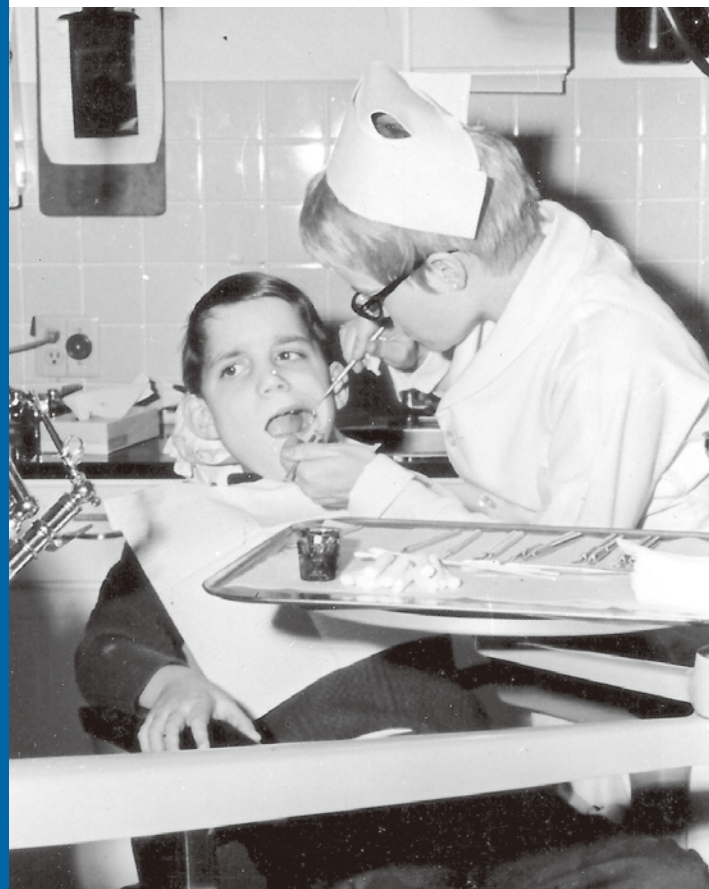
- 1963-1964 Geri Fraser
- 1964-1965 Victoria McKinnon
- 1965-1966 Judy Holland
- 1966-1967 Janice Crawford
- 1967-1968 Darlene Thomas
- 1968-1969 Ann MacIntosh
- 1969-1970 Marilyn Mabey
- 1970-1971 Marga Pittman
- 1971-1972 Susan Barry
- 1972-1973 Molly (Mary) Moore
- 1973-1974 Jean Haw
- 1974-1975 Suzanne MacLellan
- 1976-1977 Janice Ritchie
- 1977-1978 Linda Risdon
- 1978-1979 Brenda Walker
- 1979-1980 Margaret Wilson



Gerry Fraser



Margaret MacLean
First Director of the University of Alberta
U of A School of Dental Hygiene



The Dental Hygiene Profession Through The Decades

Dental hygienists in Alberta have been leaders in our profession. The founding members of the Alberta Dental Hygienists Association (ADHA) through to today's College of Registered Dental Hygienists of Alberta (CDHA) members and Council have frequently challenged the status quo so that Albertans will receive safe high quality, dental hygiene care from a continually advancing profession.

1924

Dr. O. Strong first introduces the concept of the dental hygienist to Alberta. The idea did not immediately take root.

1940

Dental hygiene's beneficial impact on public health in other jurisdictions gains recognition. In Alberta, Dr. Strong's suggestion is again raised.

Following the Second World War, the Canadian government offers training grants to anyone who will return to public health service after completing a dental hygiene program of study in the United States.

1950

1951 Alberta's first dental hygienist, Ms. Joan Engman, obtains her dental hygiene education at the University of Michigan through the federal training grants program.

1951

The Alberta government passes dental hygiene legislation but a 1952 Order-in-Council repeals the legislation, leaving the practice of dental hygiene unregulated for the next 30+ years.

1959

There are 9 dental hygienists practicing in Alberta, all in public health.

1960

Canada has 98 dental hygienists.

The Alberta government asks the University of Alberta (U of A) to undertake a two year training program to prepare dental auxiliaries for public health service.

1961

Ms. Margaret MacLean (nee Berry), B.Sc. DH Columbia University, New York, is appointed founding Director of the new U of A School of Dental Hygiene. All 18 students in the program are on training bursaries and are committed to a two year return of service in a designated community health unit. The U of A dental hygiene program is one of three in Canada.

The U of A's first dental hygiene graduating class sees a need for a provincial association. On December 7, 1963 the Alberta Dental Hygienists Association (ADHA) is launched. Membership dues are \$5.00. The first elected president is Gerry

Fraser (nee: Patterson). 27 dental hygienists are now practicing in Alberta. Average annual salary is \$4,500.

1964

The ADHA makes its first request for self-regulation.

1970

Although the initial support for dental hygiene came from the public health sector, private sector interest is now growing. With the advent of dental insurance benefit plans and public demand for preventive dental services, dental hygienists gain popular acceptance in the private dental office.

1974

A dental hygiene degree program is proposed and approved in principle by the U of A Dentistry Faculty Council. Funds to support the program are available through the Department of Advanced Education, however, the degree program is not implemented.

1980

Over 300 dental hygienists actively practicing in Alberta with 100 of them employed in local health units.

ADHA-CRDHA PRESIDENTS TERMS OF OFFICE

1980-1981	Mary Holliday
1981-1982	Sherry Saunderson
1982-1983	Barbara Kara
1983-1984	Laura Young
1984-1985	Diane Howes
1985-1986	Joanne Clovis
1986-1987	Marilyn Hall
1987-1988	Joni Leduc
1988-1989	Christine Martinello
1989-1990	Josephine Juchli
1990-1991	Noreen Wassill-Kendall
1991-1992	Jean Suvan
1991-1992	Bonnie Hoath
1992-1993	Judy Clarke
1993-1994	Diane Skene
1994-1995	Carol Brown



Since its inception in 1963, The Alberta Dental Hygienists' Association (ADHA) members and Councils have worked with vision and determination to ensure the safe provision of dental hygiene care for Albertans.

Thank you to all of the people who have offered inspiration, expertise and effort to help the College of Registered Dental Hygienists become the regulatory body for the dental hygiene profession in Alberta.

40th Anniversary celebration in 2003 – Past Presidents



1981

The Department of National Health and Welfare Canada establishes a Working Group on the Practice of Dental Hygiene. The Working Group represents a wide variety of practice backgrounds and all major geographical regions. The Working Group final reports (1987, 1988) make key recommendations regarding human resources, dental hygiene education, regulation and dental hygiene practice.

1984

Alberta's orthodontic module for dental hygienists and dental assistants is approved and offered.

1988

First practice standards for dental hygienists are developed as a special project of the Working Group on the Practice of Dental Hygiene. First National Dental Hygiene Week is declared.

1990

With proclamation of the *Dental Disciplines Act* on November 1, 1990 the ADHA becomes the regulatory authority for the dental hygiene profession in Alberta with responsibility for setting entry to practice requirements, establishing and monitoring continuing competency requirements, and discipline of dental hygiene registrants. Although the ADHA is pleased to achieve self-regulation, the profession is disappointed with a last minute insertion of a section reading: "A dental hygienist may, under the supervision of a dentist, engage in the practice of dental hygiene as defined in the regulations." As there had previously been no requirement for supervision of dental hygienists, the ADHA immediately engaged in plans to request removal of the supervision

clause. ADHA President: Noreen Wassill-Kendall. Four volunteers share the interim registrar responsibilities: Susan Barry, Josephine Juchli, Paulette Schulte and Brenda Walker.

1991

Brenda Walker appointed ADHA registrar. There are 744 practicing dental hygienists in Alberta.

1994

Alberta dental hygienists formally request removal of the general supervision clause from the *Dental Disciplines Act*. Government indicates that the request will be considered as part of their proposal to implement new umbrella legislation, the Health Professions Act, for all health professions in the province.

1995

The National Dental Hygiene Certification Board has its inaugural meeting in Ottawa. ADHA is a founding member of the Board. The first national examination is conducted in May 1996.

1998 (February)

The Northern and Southern Alberta Dental Hygiene Societies, which had previously offered continuing education opportunities for Alberta dental hygienists, are dissolved. With the introduction of the impending *Health Professions Act*, ADHA Council assumes responsibility to develop and maintain the mandatory continuing competence program.

1998

The ADHA delivers the first local anaesthetic program for Alberta dental hygienists. Administration of local anaesthetic is also

incorporated into the U of A dental hygiene program curriculum.

1999

The Alberta Legislative Assembly passes the *Health Professions Act* (HPA) to regulate all 30 governing health professions. The ADHA begins working with government to develop dental hygiene profession regulations under the HPA.

2000

With support from the ADHA, the U of A dental hygiene program receives approval for establishment of a degree program. The U of A is the first in Canada to offer a full-time direct-entry B.Sc. dental hygiene program. Implementation of the degree program is the result of close to 30 years of negotiation and efforts by dental hygiene educators and the ADHA.

2006 (October 31)

A new Dental Hygienists Profession Regulation is proclaimed in force, under the HPA. The ADHA becomes the College of Registered Dental Hygienists of Alberta (CRDHA). The HPA allows dental hygienists in Alberta to work in a wide variety of settings with the potential for increased provision of services to underserved sectors such as seniors, those who are homebound, the mentally and physically challenged, institutionalized individuals and First Nations communities. There are no supervision requirements. Dental hygienists can provide restricted activities such as ordering and exposing dental radiographs, prescribing the Schedule 1 drugs used in dental hygiene practice and ordering and administering nitrous oxide/oxygen conscious sedation. Alberta dental hygienists now

ADHA-CRDHA PRESIDENTS TERMS OF OFFICE

1995-1996	Sharon Compton
1996-1997	Wendy MacKinnon
1997-1998	Gloria Roth
1998-2000	Stacy Mackie
2000-2002	Patty Wickstrom
2002	Donna Janke
2002-2004	Lucia Scharfenberger
2004-2006	Trish Clayton
2006-2008	Jacki Blatz
2008-2010	Brenda Murray
2010-2012	Geraldine (Gerry) Cool
Current	Shirley Smith

2010 Celebration of the 20th Anniversary of Self Regulation
Jacki Blatz, CRDHA President and Brenda Walker, CRDHA Registrar



40th Anniversary friends, left to right, Susan Berry and Gerry Fraser

Life membership acknowledges personal and professional contributions of a CRDHA member to the community and the profession. Life membership is bestowed upon an individual who has been nominated by 5 voting members, received majority support by CRDHA Council and approved at the AGM by the membership.



CRDHA Life Members
Left to right: Linda Ascah, Jean Haw, Margaret MacLean, Jan Pimlott

have the broadest practice options and scope of practice in North America. CRDHA President: Jacki Blatz. CRDHA welcomes Jean Fraser and Debbie Hubbard as the first public members appointed to Council. 1784 Regulated (practicing) dental hygienists in the province.

2007

Carmen Smith opens the first stand-alone dental hygiene practice in Red Deer, Alberta. Several other dental hygienists also establish practices in other areas of the province later this year.

2008

CRDHA completes development of *Elements of Prescribing: A Refresher Course for Dental Hygienists*. 40 dental hygienists register for the first intake for the course.

Alberta Government funded dental insurance programs recognize dental hygienists as service providers under their programs.

2010

FNIHB's Non-Insured Health Benefits Program (NIHB) initiates a pilot project in Alberta to pay dental hygienists directly for NIHB eligible dental services rendered to eligible First Nations and Inuit clients under the NIHB Program.

CRDHA Celebrates the 20th Anniversary of self-regulation. 2400 Regulated (practicing) members.

2012

CRDHA continues to collaborate with individuals, other health professionals and government so that Albertans will receive safe, high quality dental hygiene care from a continually advancing profession. CRDHA has 2673 Members on the General Register with 50 members operating independent dental hygiene practices in either stand-alone or mobile settings.

2013

CRDHA celebrates its 50th Anniversary.

CRDHA members left to right: Heather Warwick, Rena Schafers, Laureen Best, Karima Bapoo-Mohamed



CRDHA members: Barbara Gitzel and Jackie Warren



A collage of memories

A toast to a bright future.

REGISTRAR'S REFLECTIONS



Brenda Walker

The CRDHA has a proud history of strong leadership, clear goals and sheer determination. The CRDHA is considered by many to be a leader in the profession.

FORESIGHT AND EFFORT

The foresight and efforts of councillors, committees, volunteers, supporters and staff in attaining and maintaining self regulation has resulted in Alberta dental hygienists having the broadest scope of practice in Canada. Alberta dental hygienists also practice in highly varied practice settings, including independent practice and residential and long term care facilities without legislative barriers that inhibit the public's choice and access to care.

THE COST OF CHANGE

The changes sought and accomplished by our profession over the past 50 years did not come without a cost – in dollars, time, energy and angst. Over the years many thousands of dollars were spent to hire the consultants and lawyers that helped us negotiate through the legal and political landscape to become a self-regulated profession with all of the mechanisms in place to ensure protection of the public.

Cost related to volunteer services is less easily measured. However, having been an active participant in Council and committee activities from the early 1970s and now as a staff member of the College, I have seen first-hand the inordinate amount of personal time willingly given by our members. I have also seen the adversity some of them faced to bring our profession to its current position.

While adversity is not something we have ever dwelt on, it is important for new registrants and those who were not on the front lines as the profession worked toward self-regulation and the ability to practice to the fullest extent of our competencies, to know that our achievements did not come easily or without personal cost for some of our members.

As recently as the 1990s many of our members who supported self-regulation and the ability for dental hygienists to establish their own practices faced harassment from their employers. These members deserve our heart-felt thanks for their commitment, perseverance and tenacity through these difficult times.

OUR PIONEERS

Many of you may not know that the first dental hygienists who attempted to set up independent practices also faced considerable adversity and roadblocks. Most local suppliers would not sell equipment to them for fear of loss of business from the larger dental community. In true pioneer spirit, these dental hygienists were not going to be prevented from achieving their goals. They found creative and innovative solutions to break down the barriers that prevented them from providing dental hygiene services. Those setting up practices today have it much easier than our first independent practitioners.

VALUED SUPPORT

Although there has been substantive opposition from external sources over the past 50 years, there has also been an incredible amount of support for the CRDHA. Without this support and cooperation, achievement of our goals would have been even more difficult, if not impossible. On our 50th Anniversary it seems only proper to acknowledge some of the groups who have provided support for CRDHA's initiatives.

- The University of Alberta (U of A) Dental Hygiene Program has regularly consulted with the CRDHA in regard to curriculum to ensure that graduates acquire the competencies required to provide safe, competent care in a wide variety of settings. The Dental Hygiene Program also delivers a comprehensive refresher program to assist dental hygienists who wish to return to practice after a leave of absence.
- The U of A Faculty of Medicine and Dentistry has continuously supported the dental hygiene profession by providing continuing education opportunities and allowing us to conduct our clinical examinations in their clinic.

- The Alberta Society of Orthodontists and College of Alberta Dental Assistants worked together with the CRDHA to introduce the Orthodontic Module for Dental Hygienists and Dental Assistants in 1984. The groups continue to work together to keep the module up to date.
- A number of supportive Alberta Periodontists helped CRDHA implement the first Local Anaesthesia Continuing Education Course for Dental Hygienists in 1998.
- After a substantive consultation process, support from the College of Physicians and Surgeons of Alberta and the Alberta College of Pharmacists resulted in dental hygienists being granted the authority to prescribe the Schedule 1 drugs used in dental hygiene practice (2006).
- The Canadian Dental Hygienists Association and other dental hygiene associations and regulatory authorities across Canada provided letters of support whenever requested.
- Following recent changes to provincial infection prevention and control standards, the Alberta Dental Association and College (ADA+C) has allowed CRDHA to share the ADA+C's IPC Standards and Manual, and educational videos with CRDHA members..

Thank you to all and we look forward to continuing to work together over the next 50 years.

Brenda Walker,
Registrar

Traditional Dental Practice

The majority of CRDHA members practice in a traditional dental practice setting. CRDHA members enhance their competence through learning individually and together.



Hospital

Donna Kawahara, Assistant Clinical Instructor, University of Alberta Department of Dental Hygiene with client and co-workers at the Glenrose Hospital Oral Health Clinic. CRDHA contributed funding to help establish an operator at the clinic to provide care to medically compromised individuals.

Dental hygienists serve the needs of the community.

With the broadest scope of practice in Canada, Alberta dental hygienists work in varied practice settings to serve the needs of the community.

Community Health

Dr. Steve Patterson and Dr. Sandra Cobban (deceased).



Community Health

Dental hygiene practice in Alberta has its roots in Community Health.

Left to right: Cynthia Huber, Cindi de Graaff, Sylvia Baran, Vicki McKinnon (retired) Alberta Health Services





Clients at the Alex Dental Health Bus



Primary Care Network

CRDHA members, below, left to right: Jacqueline VanMalsen (Mosaic Primary Care Network), Brittany Siry (Mosaic Primary Care Network) and Wendy Ulrich (Alberta Health Services) work in an emerging area of interdisciplinary practice to provide services in a primary care network.



The Alex Dental Health Bus
CRDHA member, Denise Kokaram is Program Lead with The Alex Dental Health Bus which provides innovative health and social services to Calgary's most vulnerable.





Independent Practice

Carmen Smith was the first dental hygienist in Alberta to open an independent dental hygiene practice. Since 2006, 47 independent dental hygiene practices have been established.

Research

The University of Alberta, Faculty of Medicine and Dentistry will offer a Masters of Science Degree in Dental Hygiene in the fall of 2014. This will encourage research specific to dental hygiene. Above, left to right: Dr. Paul Major, Chair, School of Dentistry; Dr. Sharon Compton, Director, Dental Hygiene Program; Dr. Doug Miller, Dean, Faculty of Medicine & Dentistry



Elements of Prescribing Course

There are 83 CRDHA members on the CRDHA's prescriber Roster as of October 31, 2013.

Left to right: Angela Wiens, Instructional Designer, Stacy Mackie, Course Administrator and CRDHA Deputy Registrar, Dr. Ann Eshenaur Spolarich, content expert.



Local Anaesthetic

CRDHA works closely with the University of Alberta Department of Continuing Dental Education to ensure continued delivery of the Council approved local anaesthesia course for dental hygienists. Approximately 54 % of CRDHA members have taken education enabling them to incorporate the administration of local anaesthetic into their practice.

CRDHA 50TH ANNIVERSARY



2013
ANNUAL REPORT

1963 • 2013

CRDHA COUNCIL

Back row left to right

Joanna Czarnobaj, Aimee Bradley,
Michael Lummerding (Public member),
Maureen Graham (Vice President),
Shirley Smith (President)

Front row left to right

Kathy Sauze, Rocell Gercio-Chad, Gerry Cool
(Past President, Alberta Director CDHA),
Marthe Benoit

Missing:

Bill Katz (Public member),
Arlaine Monaghan (Public member)



PRESIDENT'S MESSAGE



Shirley Smith, RDH
President

I am honored to have been President of the CRDHA in our 50th Anniversary Year.

Highlights of 2013:

- In addition to celebrating the CRDHA's 50th Anniversary, CRDHA joined the Canadian Dental Hygienists Association (CDHA) in celebration of CDHA's 50th Anniversary and the 100th Anniversary of the dental hygiene profession.
- CRDHA Council and guests from academic institutions and Alberta health profession regulatory bodies participated in a workshop with Dr. Axel Meisen to consider perspectives of the future in dental hygiene in Alberta and beyond.
- The increased use of social media impacts our college and members. The CRDHA continues to be prudent, taking into consideration all possible circumstances and consequences, before incorporating social media tools. In 2013 the CRDHA stepped into Phase 2 of online annual renewal of membership process, launched an enhanced website, and increased use of email communications with our members.
- The CRDHA reaches out to Albertans through media presence (print, website and television) with information about oral health and its relationship to overall health, as well as information about the dental hygiene profession.

- Health Canada's Non-Insured Health Benefits pilot program with Alberta dental hygienists received a positive evaluation and dental hygienists can now register in the NIHB regular service providers system.
- The CRDHA was nominated for a National Philanthropy Day Award for our contributions to the academic and special care communities who use the Glenrose Rehabilitation Hospital Dental Clinic.
- The CDHA received 50th Anniversary letters of congratulation from Alberta's Minister of Health and Wellness, colleagues in Alberta and other parts of Canada.

I would like to acknowledge the combined efforts of individual volunteers, committee members, Councillors and staff who throughout our 50 years have demonstrated their commitment to our profession. I also thank our members and colleagues who provide honest feedback and suggestions that help guide future changes.

With 50 years of dental hygiene experience to build on, CRDHA Council will continue to consider what our profession must provide to address the future needs of the public and to ensure sustainability of our profession in the next 50 years.

A handwritten signature in grey ink that reads "S. Smith". The signature is written in a cursive, flowing style.

Standards of Practice and Codes of Ethics provide direction to health professionals in the practice of their profession. The *Health Professions Act* considers contravention of a College's code of ethics or standards of practice to be unprofessional conduct.



PUBLIC MEMBERS' MESSAGE



Bill Katz



Michael Lummerding



Arlaine Monaghan

As Public Members on the CRDHA Council, it is a privilege to provide insight into the role of public members and the work of CRDHA Council on your 50th anniversary. There is much to report and, therefore, we highly recommend all members read the 2013 Annual Report.

As public members under the *Health Professions Act* (under the authority of the Lieutenant Governor and the Premier of Alberta and formalized by an Order in Council), we believe it important to reemphasize our roles and responsibilities:

Public Members are appointed to serve as active participants and observers on CRDHA Council. As a guiding principle, CRDHA Public Members provide accountability to ensure CRDHA operates in the interest of the public.

As part of providing this assurance, we are pleased to confirm that the work of the Council always involves open and candid dialogue and when a decision is required, it is voted upon in a democratic fashion and made with all available information. Decisions are based upon broad inputs, both from those within and beyond Council. Each of your elected and public members is afforded ample opportunity to participate in discussions and decisions of Council.

No council can function well without dedicated and capable staff to support the organization's activities. In this regard, the work of the CRDHA staff has been exemplary. Their leadership and experience is greatly appreciated by all and has been recognized both provincially and nationally. The expansive knowledge of the CRDHA staff, coupled with their strong work ethic and effort make our service on CRDHA Council a distinct pleasure.

In conclusion, we are pleased to offer the Public Members' opinion that CRDHA Council and staff consistently demonstrate a strong commitment to ensuring that "Albertans receive safe, high quality dental hygiene care from a continually advancing dental hygiene profession". We further confirm that the day-to-day operations of the College are managed in a prudent and fiscally responsible manner.

Bill Katz, Michael Lummerding, Arlaine Monaghan

Alberta's registered dental hygienists are professionals who always consider the well-being of their clients. Their approach to practice includes:

- a dental hygiene process of care model
- a foundation of evidence-based knowledge and theory
- collaboration with clients, colleagues, and other health care professionals
- client-centred services to prevent and treat oral disease and promote wellness



INTRODUCTION

BACKGROUND

Dental hygienists have been providing services to Albertans since 1951. The profession has been self-regulating since 1990. The profession is currently regulated under the *Health Professions Act*. The Act facilitates efficient and effective delivery of dental hygiene services in a wide variety of settings including interdisciplinary health centres, independent dental hygiene practices, dentist practices, community health, continuing care facilities and home care settings.

THE ROLE OF THE COLLEGE

The *Health Professions Act* and Dental Hygienists Profession Regulation give us the authority to:

- determine who is qualified to practice dental hygiene in Alberta
- set and administer standards of practice
- resolve complaints about dental hygienists and administer discipline when necessary

As the regulatory authority, the College requires Alberta dental hygienists to:

- meet or exceed the standards for registration and renewal of practice permits
- meet the requirements of the College's continuing competence program
- meet the College's Standards of Practice
- abide by the College's Code of Ethics

By meeting these professional expectations, Alberta's dental hygienists are well prepared to provide safe, effective oral health care services to their clients.

OVERVIEW OF SERVICES PROVIDED BY THE PROFESSION

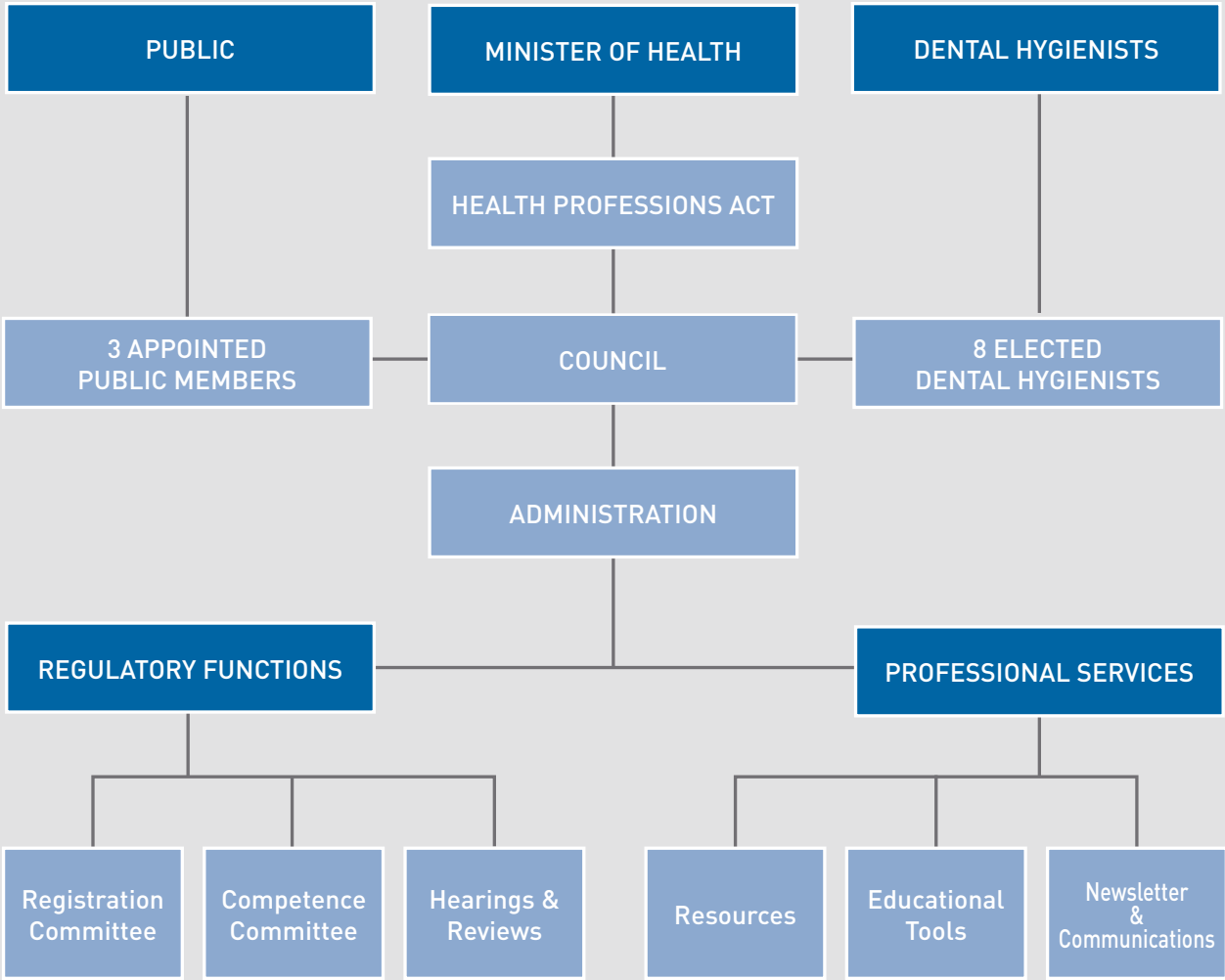
In their practice, dental hygienists do one or more of the following:

- assess, diagnose and treat oral health conditions through the provision of therapeutic, educational and preventive dental hygiene procedures and strategies to promote wellness,
- provide restricted activities authorized by the regulations, and
- provide services as clinicians, educators, researchers, administrators, health promoters and consultants.

A regulated member of the College of Registered Dental Hygienists of Alberta may use the following protected titles, abbreviations and initials:

- dental hygienist
- registered dental hygienist
- DH
- RDH

ORGANIZATIONAL STRUCTURE



The CRDHA is established through Schedule 5 of the *Health Professions Act* (the Act). Council, committees and other positions are determined in accordance with the Act and the CRDHA Bylaws.

COUNCIL

The Council is comprised of not fewer than eight regulated members of the College, elected in accordance with the Bylaws, and three members of the public appointed by the Lt. Governor in Council.

Council appoints the Registrar, Complaints Director, Hearings Director, and members of the Registration and Competence Committees. Council also appoints individuals to a list of members available for Hearing Tribunals and Complaint Review Committees.

REGISTRAR & COMPLAINTS DIRECTOR

The Registrar performs all duties designated to that position by the legislation and those other duties delegated by the Council. The Registrar also serves as Complaints Director. The Complaints Director receives and investigates complaints of unprofessional conduct and determines whether the complaint should be dismissed due to lack of evidence, referred to the alternate complaint resolution process, or referred to a hearing.

HEARINGS DIRECTOR

In 2013, through a motion of Council, the appointment of Stacy Mackie was rescinded and Trudy Korner, Administrative Assistant, was appointed as the Hearings Director for the College. The CRDHA Hearings Director carries out key administrative and organizational duties related to professional conduct hearings and appeals.

REGISTRATION COMMITTEE

The Registration Committee consists of no fewer than three College members. The Committee members review registration issues referred to them by the Registrar.

MEMBERS:

Sharon Compton, Chair
Judy Clarke
Julia Salvia
Sophy Bakker

COMPETENCE COMMITTEE

The Competence Committee reviews competence programs and issues referred by the Registrar or a Hearing Tribunal.

MEMBERS:

Shannon Eaton-Lefroy, Chair
Lyndsey Maphosa
Kimron Penner
Leanne Rodine
Sylvie Royer

MEMBER LIST FOR HEARING TRIBUNALS OR COMPLAINT REVIEW COMMITTEE

When a complaint is referred to a hearing, two or more members from the appointed membership list are appointed to a Hearing Tribunal to hear evidence and determine findings and appropriate sanctions. Two or more members may also be appointed to a Complaint Review Committee to ratify a settlement resulting from an alternate complaint resolution process or to review the

dismissal of a complaint, if requested by a complainant. The Act specifies the number of public members required to sit on a Hearing Tribunal or Complaint Review Committee.

MEMBERS:

Laureen Best
Lisa Kim
Christine Martinello
Rachelle Pratt
Kathleen Sauze
Rena Schafers
Jeanette Trenchie

COLLEGE ADMINISTRATIVE STAFF

College staff is responsible for employing the appropriate means to ensure enforcement of the Act and achieve the College's goals and objectives (ends) through application of policies established by the Council.

Brenda Walker
Registrar & Complaints Director

Stacy Mackie
Deputy Registrar

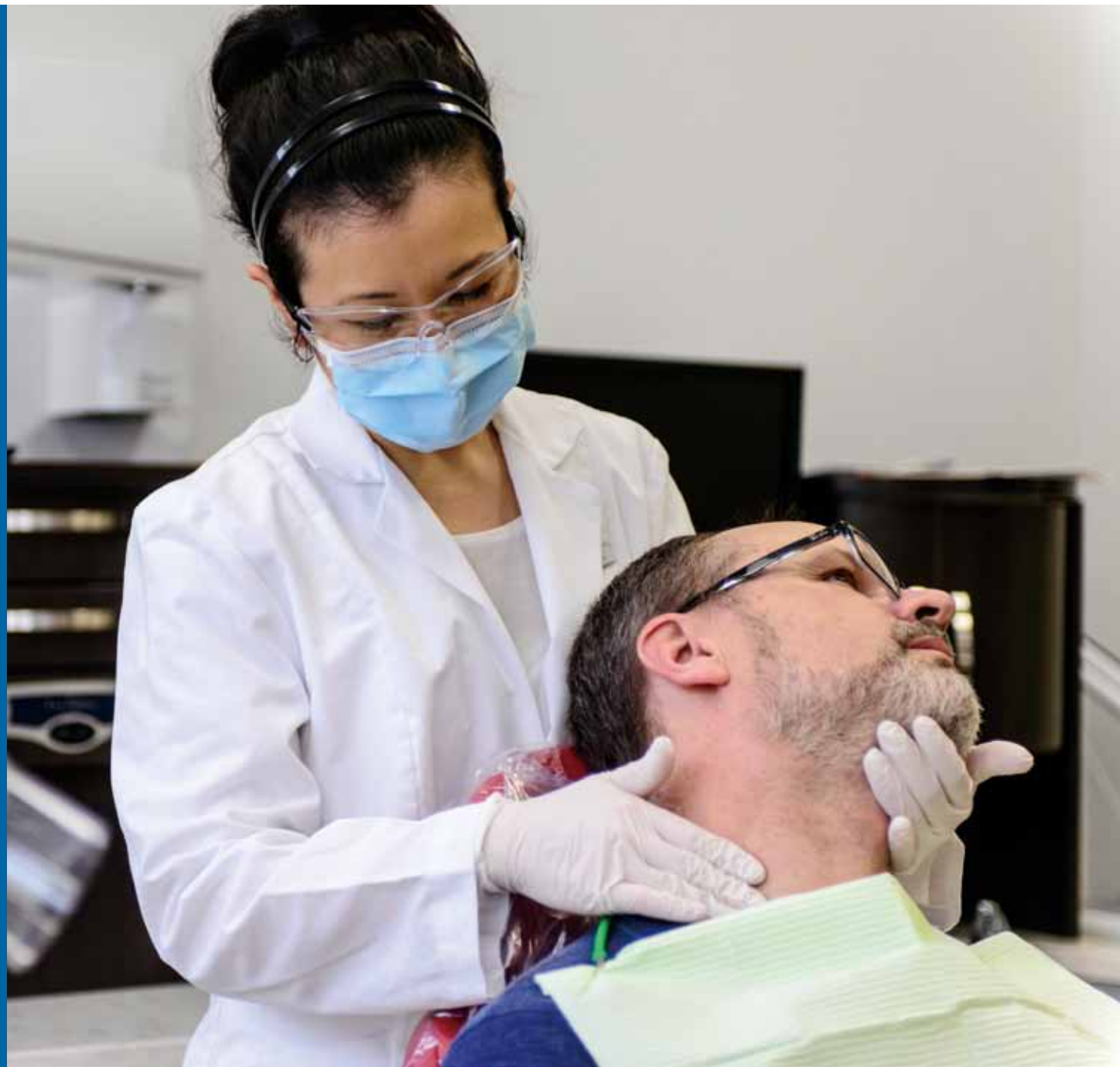
Darlene Fraser
Member Services Coordinator

Kim Koble
Administrative Assistant

Trudy Korner
Administrative Assistant & Hearings Director

Although dental hygienists work interdependently with other health care providers, they are regulated providers who are responsible for their own actions and the quality of dental hygiene care they provide.

Dental hygienists formulate a dental hygiene diagnosis using problem solving and decision-making skills to synthesize information.



GOVERNANCE



COUNCIL

The Council manages and conducts the activities of the College, exercises the rights, powers and privileges and carries out the duties of the College and the Council under the Act and the Bylaws. The CRDHA Council operates under the Carver Model of Governance®. The CRDHA's mission statement, Ends, governance and management policies provide direction to both Council and staff. The Council creates policies that:

- Establish long and short term Ends for the College
- Guide the Council's own conduct and performance
- Delegate authority to the Registrar and set limits on that authority
- Set out a system for monitoring operations and achievement of Ends

Council held four business meetings, two governance workshops, and an Annual General Meeting between November 1, 2012 and October 31, 2013 to fulfill the responsibility of managing and conducting the business of the College.

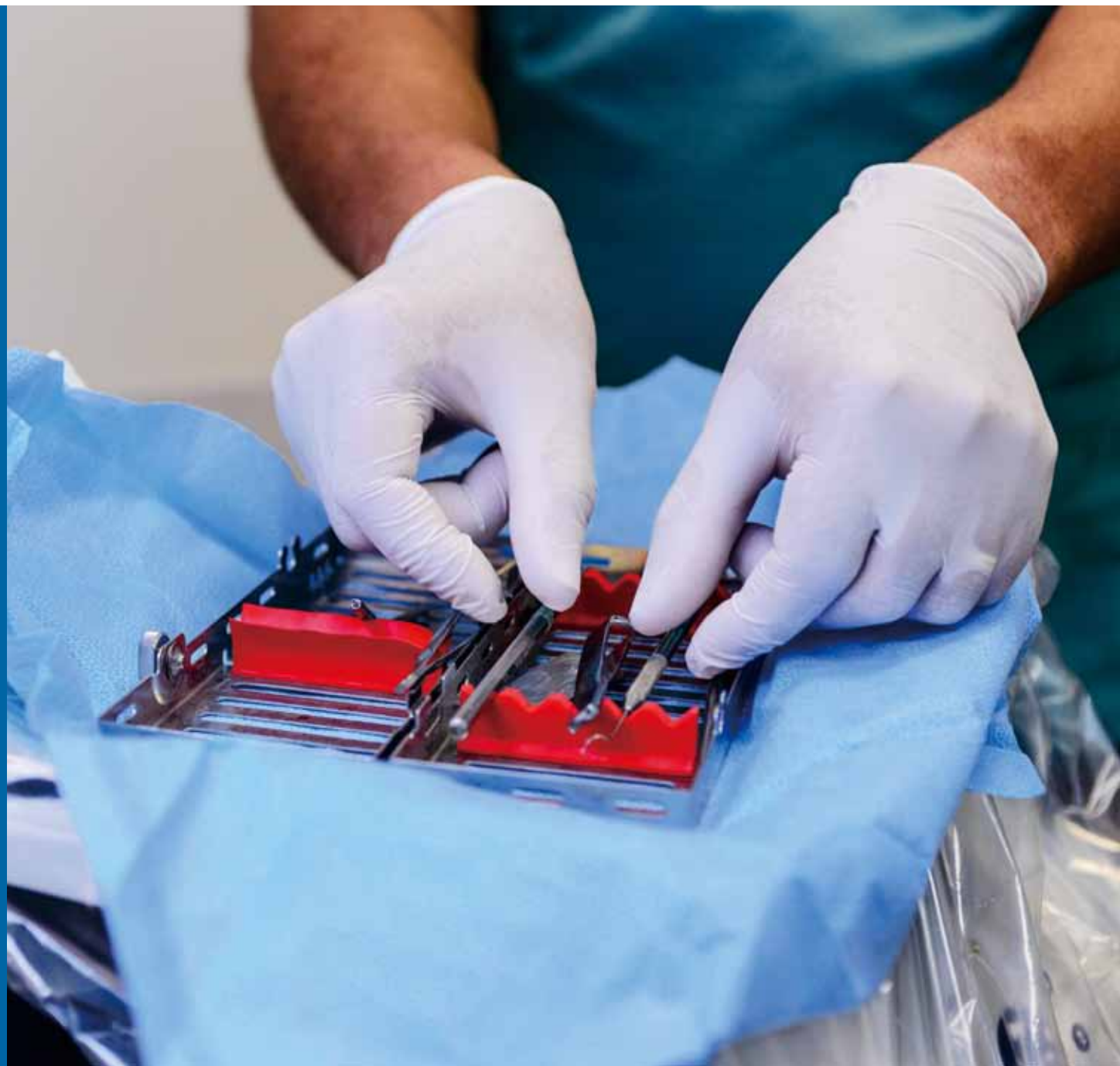
RESOURCE ALLOCATION

Although financial support for specific projects may be provided by grants from government (e.g. Alberta Innovation Fund), funding for College programs and services primarily comes from member fees. For the fiscal period November 1, 2012 to October 31, 2013, the Council allocated College resources in several key areas:

1. Governance of the organization: includes Council's operational expenses for meetings, member functions, the financial audit, insurances, and professional and consulting fees related to the Council's activities and responsibilities.
2. High quality dental hygiene care: includes all expenses incurred in fulfilling the CRDHA's regulatory responsibilities.
3. Access and advancement: includes expenses for initiatives that provide oral health information for the public, information and support to members regarding practice and employment issues and opportunities, increased recognition of the profession, and member and student awards and scholarships.

Often, projects and initiatives in the budget are not fully completed by the fiscal year end. This unfinished business results in the reporting of an excess of revenue over expenses in the Financial Statement. The projects and initiatives are still scheduled for completion and the excess funds at year end are used to complete these planned projects.

CRDHA regulates dental hygiene practice in accordance with the *Health Professions Act*, through entry and re-entry to practice requirements; standards of practice; a code of ethics; a mandatory continuing competence program, and a complaint and discipline process.



REGULATING THE PROFESSION



Brenda Walker

ENTRY-TO-PRACTICE EXAMINATIONS

National Examination

Successful completion of the National Dental Hygiene Certification Examination is required for registration with the CRDHA. The examination is offered three times each year in sites across Canada. The CRDHA has a voting member on the National Dental Hygiene Examining Board (NDHCB) and Alberta regulated members sit on NDHCB exam development committees.

Jurisprudence Examination

All applicants for registration with the CRDHA are required to successfully complete an on-line jurisprudence examination that increases their knowledge of the provincial legislation and the CRDHA's standards of practice, practice guidelines and code of ethics. The CRDHA worked with Yardstick testing agency this year to enhance the Jurisprudence Examination. Current members can complete the new Jurisprudence Examination as a continuing competence learning opportunity.

Alberta Clinical Examination

In order to assist with determining whether the qualifications and competencies of an applicant for registration are substantially equivalent to those required for graduation from the approved Alberta program, applicants for registration may be required to complete the CRDHA clinical examination or other testing and assessment activities.

Alberta Clinical Exam Results in the year ending October 31, 2013

Exam Date	1st Attempt	2nd Attempt	Successful	Not Successful
December 18, 2012	2	2	2	0
December 19, 2012	1	0	0	1
January 4, 2013	0	1	1	0

STANDARDS OF PRACTICE AND CODE OF ETHICS

Standards of practice and codes of ethics provide direction to health professionals in the practice of their profession. The Act considers contravention of a College's code of ethics or standards of practice to be unprofessional conduct.

The CRDHA has the following standards documents in place: *Code of Ethics, Practice Standards, Guidelines for Prescribing and Administering Nitrous Oxide/Oxygen Conscious Sedation, Guidelines Regarding Prescription and Non-Prescription Drugs in Dental Hygiene Practice, and Rules Respecting Advertising*. The CRDHA has adopted *Safety Code 30 – Radiation Protection in Dentistry* and the Alberta Dental Association and College's *Infection Prevention and Control Standards and Risk Management for Dentistry*.

CONTINUING COMPETENCE PROGRAM

A mandatory continuing competence program (CCP) has been in place since 1997. Each regulated member must meet the program requirements as expressed in the CCP Rules. A member must earn 45 CCP credits and 600 practice hours in a three-year reporting period. A registrant's reporting period begins on the November 1 immediately following the initial date of registration with the College.

CRDHA conducts an ongoing CCP audit. When each request for CCP credit is received, the request is reviewed for eligibility under the CCP Rules. At annual renewal, all applications are reviewed for compliance with the CCP. When a member fails to meet the CCP requirements, application for a practice permit is denied.

All Regulated members were in compliance with CCP during the reporting period.

REGULATED MEMBER STATISTICS

Courtesy member register. General members hold a practice permit and may use the protected titles set out in the Act. The data below demonstrates a 27.5% increase in the number of College registrants between 2009 and 2013.

Regulated Members	2009	2010	2011	2012	2013
General	2196	2351	2537	2711	2799
Courtesy	1	2	2	3	1
Total	2197	2353	2539	2714	2800

as at October 31, 2013

New Applications for Registration	2009	2010	2011	2012	2013
Received					226

November 1 to October 31

New Registrations Completed	2009	2010	2011	2012	2013
U of A Graduates	38	42	45	41	45
Other Canadian Graduates	183	218	153	212	156
International Graduates (USA)	12	23	11	16	11
Total	233	283	209	269	212

November 1 to October 31

Conditional Registrations	2009	2010	2011	2012	2013
Issued	2	14	9	11	9
Conditions Met by October 31, 2013	1	13	7	4	3
Conditional Registration Revoked	1	1	2	1	1

RESTRICTED ACTIVITY AUTHORIZATION

General members who have provided the Registrar with the evidence required to verify that they have achieved competence to perform restricted activities set out in the Dental Hygienists Profession Regulation are authorized to perform those activities. Courtesy members may hold a practice permit under the Act and Regulation on a temporary basis, for up to 60 days, and may also perform restricted activities if authorized by the College. The distribution of restricted activity authorizations requiring advanced training is:

Restricted Activity	2010	2011	2012	2013
Administration of local anaesthesia by injection	1423	1535	1770	1792
Performing restorative procedures of a permanent nature in collaboration with a dentist	20	29	35	37
Prescribing a limited subset of Schedule 1 drugs	55	73	87	83
Prescribe or administer nitrous oxide/oxygen conscious sedation	181	204	224	225
Perform orthodontic procedures in collaboration with a dentist	10	27	36	42

The College provides the Alberta College of Pharmacists with a list of regulated members who are authorized to prescribe Schedule 1 drugs.

REVIEWS BY COUNCIL

There were no requests for reviews by Council this year.

NON-REGULATED MEMBER STATISTICS

The College Bylaws establish four non-regulated member registers: Non-practicing, Student, Life, and Honourary. Each non-regulated membership category is briefly described below.

Non-practicing membership is for individuals who were previously on the College's Regulated member register. Non-practicing members do not hold a practice permit and are not authorized to use the protected titles. Non-practicing members are generally on maternity or disability leave, continuing further education, or seeking employment in another field.

Student membership is open to students enrolled in the University of Alberta Dental Hygiene Program.

Life membership may be granted to a dental hygienist who has been a registered member in good standing in the College or its predecessor for a minimum of fifteen (15) years and meets the criteria established by Council for Life membership.

Honourary membership may be granted to any person who has made outstanding contributions to the College or the practice of dental hygiene who would not be eligible for registration as a regulated or non-regulated member.

Non-Regulated Members	2009	2010	2011	2012	2013
Non-Practicing	138	154	191	188	152
Student	8	1	2	1	0
Life	3	3	3	3	3
Total	149	158	196	192	155

as at October 31, 2013



The University of Alberta Dental Hygiene Program is the benchmark for dental hygiene education in Alberta. These students are learning while working with clients at the Glenrose Hospital Oral Health Clinic.

COMPLAINTS DIRECTOR REPORT

The College manages complaint, investigation and discipline processes in accordance with the *Health Professions Act* and responds to written complaints about the practice or conduct of regulated members from all sources - members of the public, members of other health professions, employers, and members of the College.

Complaints Information	2012	2013
Number of new complaints received	5	3
Number of complaints carried over from previous years	2	0
Number of complaints closed	6	3
Number of complaints still open at October 31, 2013	1	2
Number of Hearings	1	0
Number of Complaints Withdrawn	1	0
Number of Hearings partly or completely closed to the public	0	0
Number of Appeals	0	0
Number of members dealt with under s.118	0	0

Summary of New Written Complaints Received

#	Nature of Complaint	Origin of Complaint	Disposition
1	Inappropriate Client Management	Parent of Young Child	Resolution completed under s.55(2)(a.1)
1	Submission of altered documents for annual renewal of practice permit	Complaints Director	Referred to Hearing Tribunal.
1	Advertising Violation	Complaints Director	Resolution completed under s.55(2)(a.1)

HEARINGS DIRECTOR REPORT

There were no hearings held this reporting period.

INSPECTIONS

CRDHA initiated inspections under Part 3.1 of the *Health Professions Act* in late 2011. Currently two Council-appointed inspectors conduct inspections of independent dental hygiene practices. Inspectors assess the work environment in general, infection prevention and control in all areas of the practice and conduct chart audits. Inspections are conducted and viewed as an opportunity to mentor and assist practitioners to make adjustments to their practice where deficiencies are detected. However, there is also the ability to refer matters to the Complaints Director if it appears there are substantive deficiencies or unprofessional conduct.

Inspection Information	2011	2012	2013
Number of inspections initiated	13	20	6
Number of inspections conducted prior to official opening of a practice			2
Number of inspections conducted at recently opened practices			1
Number of inspections conducted at established practices			3
Number of inspections resulting in no recommendations			0
Number of inspections resulting in minor recommendations for change	5	11	4
Number of inspections resulting in follow-up visits to ensure compliance*	6(3*)	8(4*)	3(2*)
Number of practices voluntarily closed until deficiencies rectified	2	1	1
Number of practices closed by inspectors	0	0	0
Number of referrals to Complaint Director	0	0	0

*Includes inspections conducted prior to official opening, number indicated by an asterisk in the column



Dental hygienists work with clients presenting with a variety of medical needs.

ACCESS AND ADVANCEMENT

FACILITATING CONTINUING COMPETENCE

The College has committed to ensuring that members have opportunities for quality, relevant continuing education. A number of activities were undertaken this year to fulfill this commitment.

ANNUAL CONTINUING COMPETENCE (ACC) EVENT

The College held a successful Annual Continuing Competence (ACC) Event in Edmonton May 2-4, 2013. The pre-event sessions on May 2 focused on Antimicrobial Resistance; another session featured 30 Years of HIV/AIDS and Related Oral Manifestations & Management and the evening session was aimed at dental hygienists in independent practice. The ACC Event included scientific sessions and workshops relating to the theme: Handle with Care. These sessions provided information to support dental hygiene practice in a variety of practice settings. Sessions relating to workplace safety were also offered. A Community Connections Showcase provided attendees with product information and practice resources. Community organizations and government agencies are invited to the showcase. CRDHA is always pleased to feature the University of Alberta Dental Hygiene Program student research posters as part of the event.

LOCAL ANAESTHETIC CONTINUING EDUCATION

CRDHA works closely with the Department of Continuing Dental Education, University of Alberta, to ensure continued delivery of the Council-approved local anaesthesia course for dental hygienists. The course is available to individuals who have completed an out-of-province dental hygiene program which does not include clinical training in administration of local anaesthetic. Graduates of such programs must successfully complete the U of A local anaesthesia course before the College will authorize them to perform this restricted activity.

ORTHODONTIC MODULE

The College is a co-owner of the Orthodontic Module delivered annually by the Department of Continuing Dental Education, University of Alberta. Regulated members must complete the course in order to be authorized to provide certain orthodontic procedures including the restricted activity of fitting an orthodontic or periodontal appliance for the purpose of determining a preliminary fit of the appliance.

ELEMENTS OF PRESCRIBING: A REFRESHER COURSE FOR DENTAL HYGIENISTS

The Dental Hygienists Profession Regulation (2006) enabled dental hygienists who meet the criteria established by CRDHA Council, to become prescribers of the Schedule 1 drugs used in dental hygiene practice. Dental hygienists are required to successfully complete the CRDHA's comprehensive Elements of Prescribing Course before being entered on the CRDHA's Prescriber Roster. There are 83 CRDHA members on the CRDHA's Prescriber Roster as of Oct 31, 2012.

OTHER CONTINUING COMPETENCE OPPORTUNITIES

CRDHA plans continuing competence opportunities with course content pertinent to scientific or ethical aspects of dental hygiene practice and eligible for Continuing Competence Program credit. The focus of CRDHA's 2013 educational initiative was an expanded three-day Continuing Competence Event with sessions of interest to practitioners in a variety of settings.

The College hosted an exhibit booth at the Edmonton and District Dental Society's Northwest Dental Exposition. All five oral health professions come together at this event to learn from a variety of speakers and access the latest product information from industry suppliers.

NEWSLETTER

Four editions of the *InTouch* newsletter were published and distributed to the members. InTouch continues to provide members with information about dental hygiene practice, health promotion, legislative and other educational topics.

PROMOTIONAL ACTIVITIES

To coincide with Oral Health Month and CRDHA's 50th Anniversary, the College hosted televised segments on CTV2 ~ Career Connectors during April 1-May 12, 2013. The CRDHA and the Edmonton Journal collaborated on a full page Joint Venture published in the April 7, 2013 edition of the Edmonton Journal.. Three promotional publications continue to be available on the CRDHA website: The *Smiles* flyer, the *All Smiles* flyer, and *More Smiles* flyer include regulatory information, features on dental hygienists in a variety of practice settings, and "Did You Know" facts about dental hygiene practice in Alberta. Printed copies are available, on request, to CRDHA members for use in their practice or in educational presentations.

CRDHA volunteers participated in classroom presentations at several schools to provide information regarding oral health and career opportunities. Volunteers also participate at conferences arranged by other health professional colleges to explore opportunities for interprofessional collaboration. CRDHA members are encouraged to wear an identification pin to raise awareness of the profession.

EMPLOYMENT HANDBOOK FOR DENTAL HYGIENISTS

This informative handbook answers many of the questions raised by members about their employment experiences and provincial labour standards.

THE INFORMED ENTREPRENEUR: A Primer for the Business of Dental Hygiene

This resource was developed for members interested in setting up an independent dental hygiene practice.

WEBSITE www.crdha.ca

The CRDHA launched a new website in February 2013. The enhanced site features "chapters" dedicated to the role of the CRDHA, the dental hygienist's role, the education and qualifications of dental hygienists, legislation pertaining to dental hygiene practice in Alberta, CRDHA Standards & Guidelines, information on registration to practice in Alberta, the professional conduct complaint process, CRDHA news, publications, continuing competence and other events, employment opportunities and links to other useful websites.

RECOGNIZING EXCELLENCE

GRADUATE FUNCTION

The College sponsored its annual graduate recognition function for the 2013 University of Alberta dental hygiene graduates on April 7, 2013

AWARDS & SCHOLARSHIPS

The following College sponsored awards and scholarships were conferred this year:

Student Award of Merit: Omar Elkadry

CRDHA First Year Scholarship: Bahareh Azadi

**CRDHA Award for Leadership
in Dental Hygiene II:** Mayhay Ho

**CRDHA Gold Scholarship in
Dental Hygiene:** Alix Clarke

CRDHA Silver Scholarship: Mikaela Primeau

**CRDHA Award for Leadership
in Dental Hygiene III:** Omar Elkadry

**CRDHA Scholarship for Fourth Year BSc - Dental
Hygiene Specialization:** Cristine Tong

40th Anniversary Award: Brianne Coulter

CRDHA Gold Medal: Carolyn Maloney

CRDHA Jan Pimlott Award: Sheree Lickfold

**CRDHA Award in Honour of Margaret Berry
Maclean:** Jamie-Lynn Goertz

**Dr. Charl Els/CRDHA Prize in Addiction
Awareness and Brief Interventions:**
Joscelyne Braun

CRDHA 50TH ANNIVERSARY

AUDITOR'S REPORT AND FINANCIAL STATEMENTS

For the year ended October 31, 2013
and Independent Auditor's Report to the Members

INDEPENDENT AUDITOR'S REPORT

To the Members of College of Registered Dental Hygienists of Alberta:

We have audited the accompanying financial statements of the College of Registered Dental Hygienists of Alberta which consist of the statement of financial position at October 31, 2013, and the statements of changes in net assets, operations, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the College of Registered Dental Hygienists of Alberta as at October 31, 2013, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Edmonton, Alberta
February 28, 2014

Yaremchuk & Annicchiarico LLP
Chartered Accountants

STATEMENT OF FINANCIAL POSITION

As at October 31, 2013

	2013	2012
Assets		
Current Assets:		
Cash	\$ 1,508,041	\$ 1,039,961
Investments and Accrued Interest (note 5)	3,086,899	3,014,326
Prepaid Expenses	16,916	14,893
Total Current Assets	4,611,856	4,069,180
Equipment (note 3)	63,906	83,614
Total	4,675,762	4,152,794
Liabilities and Net Assets		
Current Liabilities:		
Accounts Payable and Accrued Liabilities	\$ 83,703	\$ 100,309
Prepaid Membership Fees	1,581,382	1,087,102
Deferred Revenue (note 4)	44,084	89,138
Total Current Liabilities	1,709,169	1,276,549
Net Assets:		
Invested in Equipment	63,906	83,614
Internally Restricted (note 5)	1,753,164	738,364
Unrestricted	1,149,523	2,054,267
Total Net Assets	2,966,593	2,876,245
Total	\$ 4,675,762	\$ 4,152,794

Approved by the Council:



STATEMENT OF CHANGES IN NET ASSETS

For the year ended October 31, 2013

	Invested In Equipment	Internally Restricted (Note 5)	Unrestricted	2013 Total	2012 Total
Balance at beginning of year	\$ 83,614	\$ 783,364	\$ 2,054,267	\$ 2,876,245	\$ 2,773,165
Excess of revenue (expenses) for the year	(19,708)	14,800	95,256	90,348	103,080
New Building Fund contribution	-	1,000,000	(1,000,000)	-	-
Balance at end of year	<u>\$ 63,906</u>	<u>\$ 1,753,164</u>	<u>\$ 1,149,523</u>	<u>\$ 2,966,593</u>	<u>\$ 2,876,245</u>

STATEMENT OF OPERATIONS

For the year ended October 31, 2013

	2013	2012
REVENUE		
Membership fees	\$ 1,473,562	\$ 1,394,326
Continuing education - annual	115,706	127,175
- other programs	5,943	21,925
Examination fees	2,600	3,200
Grants - Employment and Immigration Innovation Fund	43,195	88,602
- Occupational Health & Safety	4,720	-
Interest	71,490	67,567
Newsletter, website and other	2,075	13,430
Total revenue	1,719,291	1,716,225
EXPENSES		
GOVERNANCE - Schedule 1	145,861	135,892
HIGH QUALITY - Schedule 2	1,066,586	1,067,345
ADVANCEMENT - Schedule 3	416,496	407,017
Total expenses	1,628,943	1,610,254
EXCESS OF REVENUE BEFORE OTHER EXPENSES	90,348	105,971
OTHER EXPENSES		
Loss on disposal of equipment	-	2,744
Foreign exchange loss	-	147
Total other expenses	-	2,891
EXCESS OF REVENUE FOR THE YEAR	\$ 90,348	\$ 103,080

STATEMENT OF CASH FLOWS

For the year ended October 31, 2013

	2013	2012
OPERATING ACTIVITIES		
Cash receipts:		
Membership fees	\$ 1,967,842	\$ 1,555,419
Continuing education - annual	115,706	124,675
- other programs	5,943	21,925
Examination fees	2,600	3,200
Grants	2,861	165,600
Interest	71,490	67,567
Newsletter, website and other	2,075	13,430
	2,168,517	1,951,816
Cash disbursements	1,627,864	1,536,840
Net cash from operating activities	540,653	414,976
INVESTING ACTIVITIES		
Purchase of equipment	-	(6,760)
Increase in investments - net	(72,573)	(388,994)
Net cash used in investing activities	(72,573)	(395,754)
INCREASE IN CASH DURING THE YEAR	468,080	19,222
CASH AT BEGINNING OF THE YEAR	1,039,961	1,020,739
CASH AT END OF THE YEAR	\$ 1,508,041	\$ 1,039,961

NOTES TO THE FINANCIAL STATEMENT

1. PURPOSE OF THE COLLEGE

The College regulates the practice of dental hygiene in a manner that protects and serves the public interest. In fulfilling this role, the College establishes, maintains and enforces standards for registration and continuing competence, standards of practice and a code of ethics for the profession, and investigates and acts on complaints.

2. ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are as follows:

Revenue Recognition

Membership fees revenue is recognized in the year to which the membership fees relate. Revenue from special activities is recognized when the event to which the revenue relates has occurred. Grant revenue is accounted for by the deferral method. Under this method, revenue is accounted for in the period in which the related expenditures are incurred. Unexpended funds are recorded as deferred revenue and will be recognized as revenue when the related expenditures are made.

Donated Services

The work of the College is dependent on the voluntary service of many individuals. Since these services are not normally purchased by the College and because of the difficulty in determining their fair value, donated services are not recognized in these financial statements.

Investments

Investments consist of term deposits and money market funds. Investments are stated at amortized cost plus accrued interest.

Equipment

Equipment is stated at cost. Amortization is provided using the declining balance method at the following annual rates:

Computer equipment	30%
Office equipment and furniture	20%

Equipment donated to the College is recorded at its estimated fair market value at the time of donation (none in 2013 or 2012).

Financial instruments

The College initially measures its financial assets and liabilities at fair value.

The College subsequently measures all its financial assets and financial liabilities at amortized cost.

The College's financial instruments measured at amortized cost consists of cash, investments and accrued interest and accounts payable and accrued liabilities.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. Any previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount of impairment recognized previously. The amount of the reversal is recognized in net income.

Cash and cash equivalents

Cash and cash equivalents consist of balances with banks and short-term investments that can be readily converted to cash.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and

liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. These estimates are reviewed annually and adjustments are made to income as appropriate in the year they become known.

3. EQUIPMENT

The major categories of equipment and related accumulated amortization are as follows:

	Cost	Accumulated Amortization	Net Book Value	
			2013	2012
Computer equipment	\$ 219,868	\$ 192,495	\$ 27,373	\$ 39,104
Office equipment & furniture	149,884	113,311	36,533	44,510
	<u>\$ 369,712</u>	<u>\$ 305,806</u>	<u>\$ 63,906</u>	<u>\$ 83,614</u>

4. DEFERRED REVENUE

Deferred revenue consists of:

	2013	2012
Alberta Provider Directory grant	\$ -	\$ 12,140
Employment and Immigration Innovation Fund grant	33,804	76,998
Occupational Health & Safety grant	10,280	-
	<u>\$ 44,084</u>	<u>\$ 89,138</u>

5. NET ASSETS - INTERNALLY RESTRICTED

By resolution of Council, net assets included in investments have been internally restricted as follows:

	2013	2012
a) Investigations and discipline fund: The fund was established to finance contingencies related to the costs of investigations and discipline	\$ 535,808	\$ 521,008
b) <i>Health Professions Act</i> implementation fund: The fund was established to finance the costs of implementing the <i>Health Professions Act</i>	217,356	217,356
c) New Building Fund: The fund was established to finance the cost of a future building	\$1,000,000	-
Total	<u>\$1,753,164</u>	<u>\$ 738,364</u>

In 2013, the investigations and discipline fund had a net increase of \$14,800 resulting from interest revenue earned.

6. COMMITMENTS

- a) The College is committed to the rental of business premises under a lease agreement expiring November, 2017. The minimum rent payable is \$5,917 per month to November, 2014, and \$6,667 per month to November, 2017, plus the College's proportionate share of common area costs.
- b) The College is committed to the rental of office equipment under a lease agreement which expires February, 2015. The minimum lease payments will be \$3,851 quarterly.
- c) The College approved provision of financial support to the Commission on Dental Accreditation of Canada commencing November, 1998. During 2013, \$21,016 (\$7.83 per member) was paid to the Commission (2012 - \$26,775). The commitment will be \$5.99 per member in 2014.

7. FINANCIAL INSTRUMENTS

The College is exposed to risk on certain financial instruments as follows:

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The College is mainly exposed to interest rate risk.

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The College is exposed to interest rate risk on the investments and accrued interest. The fixed-rate instruments subject the College to a fair value risk.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The College is exposed to this risk mainly in respect of its accounts payable and accrued liabilities.

8. INCOME TAX STATUS

The College is a non-profit organization within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

9. ADOPTION OF CANADIAN ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

The College has adopted the Canadian accounting standards for not-for-profit organizations effective November 1, 2011. The adoption of these standards does not result in any changes to the prior year's figures.

SCHEDULE 1 GOVERNANCE EXPENSES

For the year ended October 31, 2013

	2013	2012
Insurance	\$ 11,652	\$ 11,950
Meeting expenses	97,048	72,975
Professional fees - audit, consulting	37,161	50,967
Total	<u>\$ 145,861</u>	<u>\$ 135,892</u>

SCHEDULE 2 HIGH QUALITY EXPENSES

For the year ended October 31, 2013

	2013	2012
Advertising and promotion	\$ 24,473	\$ 35,954
Amortization	13,796	18,710
Commission on Dental Accreditation (Note 6)	21,016	26,775
Continuing education - annual	70,253	52,523
- other programs	26,256	49,295
Costs of investigations and discipline	29,129	50,195
Examinations	83,207	9,927
Grant expenses - Employment and Immigration Innovation Fund	43,195	88,602
Occupational Health & Safety	4,720	-
Inspections	27,009	28,992
Insurance	3,001	2,816
Liaisons and committees	11,861	2,730
Meetings - travel and accommodation	12,097	17,202
Member consultation and functions	4,735	7,616
Newsletter and website	41,810	42,929
Printing, postage and office	88,825	87,853
Professional fees - legal, consulting, accounting and computer	79,059	63,126
Rent	100,057	101,632
Salaries and benefits	369,060	365,355
Telephone	13,027	15,113
Total	<u>\$ 1,066,586</u>	<u>\$ 1,067,345</u>

SCHEDULE 3 ADVANCEMENT EXPENSES

For the year ended October 31, 2013

	2013	2012
Amortization	\$ 5,912	\$ 8,019
Awards		
- members	2,000	2,400
- students	6,906	10,371
Continuing Education - annual	67,607	52,523
- other programs	18,635	-
Dental hygiene promotion	24,516	35,955
Donations	4,754	5,781
Insurance	1,000	1,207
Meetings - travel and accommodation	3,859	4,570
Newsletter and website	45,241	40,806
Printing, postage and office	34,759	28,490
Professional fees - legal, consulting, accounting and computer	22,111	36,219
Rent	33,352	33,878
Salaries and benefits	141,558	143,176
Telephone	4,286	3,622
Total	<u>\$ 416,496</u>	<u>\$ 407,017</u>

CRDHA 50TH ANNIVERSARY



302, 8657 51 Avenue NW
Edmonton, AB T6E 6A8